

17 July 1973

MEMORANDUM FOR: Associate General Counsel

SUBJECT : Inspection Program

REFERENCE : Dr. Rhoads' memorandum, dated
July 10, 1973, same subject

1. The inspection program of this Agency is essentially run on a spot check basis and consists of three separate elements:

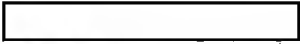
a. Current classification practices of operating components are inspected by the Inspector General staff. Such inspections were formerly part of the survey procedure of that staff. With the abolition of surveys as a duty assigned to the IG, the staff is now proposing to conduct inspections of components for the sole purpose of determining classification procedures.

b. In addition to this inspection, the records management system of the Agency is charged with reviewing all documents for proper classification practices when such documents are retired to the Records Center.

c. Thirdly, there is an ongoing, continuous program of review of Agency regulations and information notices which is conducted in this office. None of these activities call for the full-time employment of any individuals. Approximately 43 persons devote part of their activities to such inspections. There is no schedule of inspections because it is part of a continuing program.

2. As I mentioned to you yesterday, Ambassador Blake, who is chairing the Ad Hoc Group on Classification Guidelines, has proposed the establishment of a regular monthly reporting procedure which would consist of sampling the total correspondence or any department or agency for one or two days of each month. This proposed activity will involve the dedication of more manpower to this project. Again, as with some of the other statistical reporting, the question might well be raised as to whether or not the value of the result is worth the effort.

/s/


Special Assistant for Information Control

STATINTL

GFD:bec

Orig - Adse

1 - SAIC